



## SYLVAN RIDGE FARM

### MONTH-OF WEDDING COORDINATION

Beginning in 2023, Sylvan Ridge Farm is pleased to offer optional month-of wedding coordination that can be combined with either our Weekend Package or our Weekday Package. It has always been SRF policy that couples getting married at the venue must designate a day-of coordinator (professional or amateur) who is responsible for vendor supervision, timeline management, and overall event flow. Nothing has changed in that regard, except couples can now opt to use the services of our in-house Event Manager to fulfill that coordination requirement.

#### WHO DOES THE COORDINATING?

All month-of coordination will be overseen by our Event Manager, **Sara Mack**. Sara has more than seven years of experience in event planning, and she has already run numerous weddings at Sylvan Ridge Farm as an independent planner. We're very excited to have her as part of our team!

#### WHAT DOES COORDINATION INCLUDE?

##### THE MONTH PRIOR TO THE WEDDING

- In-person or virtual consultation & walkthrough
- Unlimited email communication
- Final coordination of vendors and rentals
- Creation of a detailed wedding timeline
- 2 hours of in-person rehearsal coordination

##### ON THE WEDDING DAY

- 10 hours of coordination time (coordinator & assistant)
- Supervision of décor & vendor setup
- Comprehensive management of timeline & vendors
- Direction of ceremony processional, guest seating, etc.
- Arrangement of entrances, dances, speeches, etc.

#### HOW MUCH DOES COORDINATION COST?

Sylvan Ridge Farm's month-of coordination fee is **\$2,000.00**, with no additional taxes or fees.

#### WHEN DO WE NEED TO DECIDE IF WE WANT TO ADD COORDINATION?

The deadline for couples to tell Sylvan Ridge Farm they would like to add the month-of coordination option is **6 months in advance** of their wedding date. This is also when the coordination fee is due.

#### CAN SYLVAN RIDGE FARM ALSO PROVIDE FULL-SERVICE PLANNING?

At this time, Sylvan Ridge Farm is only offering month-of coordination. Couples looking for full-service wedding planning are free to hire an independent event planner!